

## **Withdrawal from College**

Withdrawal during the semester is generally inadvisable. However, unavoidable circumstances occasionally make it necessary. If it is necessary for a student to officially withdraw, the following procedure is to be followed:

- The matter should be discussed with the student's Academic Advisor and the Dean of Students.
- An official withdrawal form should be picked up in the Registrar's Office.
- Clearance from the Dean of Students, the student's Academic Advisor, the Library, the Business Office, and the Financial Aid Office are to be obtained and the completed form returned to the Registrar's Office.

Students are on record until they complete all withdrawal procedures. All pertinent school regulations are binding until withdrawal procedures have been completed. In no case is the cessation of class attendance taken as intent to withdraw from school.

### **Administrative (Unofficial) Withdrawal**

An Administrative, or unofficial, withdrawal from school is initiated by the administration. The withdrawal procedures are completed by the administration. (see the Grading Scale and Class Attendance policy)

### **Expulsion (Official Withdrawal)**

An expulsion from school is considered an Official Withdrawal for grading purposes. The withdrawal procedures are completed by the administration and the student. (see the Grading Scale and Standards of Conduct)

### **Return of Title IV Funds (Federal Aid)**

If a student who receives Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or loan funds earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdrawal disbursement for aid earned but not disbursed.

## **Institutional Refund Policy**

### **Refund of Fees Other Than Tuition**

The amount of refund for non-tuition fees is stated in the parenthesis following the title of each fee in the "Explanation of Fees" found in the [College Catalog](#) beginning on page 57.

### **Tuition Refund Schedule**

The Student Service Fee is not refunded for courses dropped after the semester begins. Tuition refunds are based on the following percentages:

#### Traditional/Early College/Independent Study Course Tuition Refunds

- 100% through the end of the second week of classes
- 60% through the end of the third week of classes
- 40% through the end of the fourth week of classes
- 0% after the end of the fourth week of classes

Intensive Course Tuition Refunds

- 100% before the second night of class
- 40% before the the third night of class
- 0% after the start of the third night of class

Online Study Course Tuition Refunds

- 100% of tuition and the technology fee will be refunded for the course if the NTS office is notified before 4:30 p.m. the business day before the course start date. After this date and time, the technology fee will not be refunded.
- 100% of tuition will be refunded for the first seven days of the course, with the start date counting as day one. The technology fee will not be refunded.
- 60% of tuition will be refunded starting for the eighth day through the fourteenth day, with the start date counting as day one. The technology fee will not be refunded.
- 0% will be refunded beginning the fifteenth day, with the start date counting as day one.